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13 SEP 1968

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MEMORANDUM FOR: [REDACTED] O/DCI Representative  
CIA Records Management Board

SUBJECT : Purge of Inactive Records - O/PPB

1. In response to the memorandum from the Executive Director-Comptroller dated 4 September 1968, on the above subject, the following steps have been taken in effecting a purge of records under the cognizance of O/PPB:

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a. [REDACTED] Records Officer for O/PPB has been designated as O/PPB representative (Room is 6 E 25, [REDACTED])

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b. O/PPB current records in storage are minimal, an independent purge having been made less than two years ago. However, O/PPB is at present engaged in discussion with the Office of Finance, to determine material presently under its control which is solely budgetary in content. It is hoped this material will be transferred to O/PPB responsibility and purged under its policy. The quantity of the records in question has not yet been agreed upon.

c. 31 October has been set as the date by which responsibility transfer will be accomplished, and all records purged. A final report will be furnished the board by 15 November. In addition, a complete review of retirement scheduling will also be accomplished.

2. Inasmuch as O/PPB currently occupies only 19 cubic feet of storage, and the magnitude of the records which may be transferred from the Office of Finance is not know, I am not able to forecast the footage which may be released under this effort. As soon as this information is available we shall be in touch with you.

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[REDACTED]  
Acting Director of Planning,  
Programming, and Budgeting

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